



PURCHASE ORDER

PO Number: 303-1-0919

Requisition Number: 303-1-02157

Order Date: 6/29/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

--Select--

Show numbers on all papers and packages

Referenced Source or Vendor

14107600000

United States Postmaster - Capitol Station Post Office

111 E 17th Street

Austin, TX 78701

Postmaster

Phone:512-452-6467, Fax:

Description USPS Post Office Box Rental FY 2021-2022

Line Items

Description

USPS Post Office Box Rental Renewal for:
PO Box 13047, Austin 78711 and Post Office Caller Service Fee @
Capitol Station, Austin TX

Includes Caller Service to allow Comptroller's - SPD Mail Operations
personnel to pick up mail from P.O. box on behalf of TFC.

TFC Primary Contact: Records Management, 512-463-8551

Legal Citation: Sec. 2155.084 PURCHASES FROM FEDERAL
GOVERNMENT.

(a) The commission or the governing body of an institution of higher
education may negotiate purchases of goods of any kind needed by
a state agency or the institution of higher education with the
appropriate agency of the federal government. The governing body
of an institution of higher education may act under this section either
directly or through the commission or another state agency.

Qty	Unit	Unit Price	Start Date	End Date	Total
1	YEAR	\$596.00	7/1/2021	6/30/2022	\$596.00

NIGP Class: 985
NIGP Item: 60
Object Class: 291
Reimbursement Type: Not Reimbursable
Notes: \$298.00 (6 months)
 \$596.00 (12 months)

Mail payment and PO Box Service Fee Notice to:
 Postmaster
 P.O. Box Service Fee Notice
 111 E 17th St.
 Austin, TX 78701

Upon receiving receipt, Records Management will provide to
 Accounts Payable.

Grand Total \$596.00

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2021
Division	Legal
Program	Records Management
Phone	5124632533
Org Code	0206 - Records Management
Type of Purchase/PCC Code	' ' Exempt with Specific Legal Cite
Work Order Number	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Sastry, Archana - CTCM, CTPM, 5124632743

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[.\(Show Terms And Conditions...\)](#)